



GREEN STATE
OIL AND GAS SERVICES INC

VACANCY

GRAPHIC DESIGN, BRANDING & MARKETING CLERK

The ideal Graphic candidate will have two primary areas of skill sets:

DESIGN SKILLS – 3D design, art history, color theory, communication design, design theory, illustration, photography, typography, printing techniques, visual art, IT skills with design and photo-editing software, a strong eye for visual composition, strong marketing & promotional capabilities.

SOFT SKILLS – High-level communication skills, artistry and creativity, analytical skills, time management skills, ability to collaborate, professional flexibility, passion and enthusiasm for design, confidence in presentation skills, ability to multi-task, attention to detail and commitment to accuracy, and understanding of the latest trends and their role within a commercial environment, open-mindedness, and a willingness to accept feedback and make changes to designs.

JOB RESPONSIBILITIES:

- I. Provide a range of professional graphic design and audiovisual services to support communications and to promote the Services of the company
- II. To develop and maintain corporate standards prescribed for graphic design, photography, and multimedia production
- III. To promote and develop corporate image and brand identity in accordance with specifications
- IV. To comply with relevant information systems policies
- V. To undertake, from time to time, other relevant duties, i.e., publicity events, social media activity, drafting press releases, and marketing events
- VI. To provide graphic design input and advice for Service and Internet sites and provide draft content for the websites and social media sites
- VII. To advise on the purchase of hardware/software specific to the graphic design and visual imaging function
- VIII. Creating a suite of assets: designs, artwork, and formats for use in print and digital
- IX. Actively keeping up to date with industry trends and competitors and presenting findings to the wider team
- X. Managing artwork to ensure that brand guidelines are adhered to throughout the business

- XI. Encouraging others to share their ideas and nurturing creativity within the Marketing team
- XII. Design layouts and produces artwork such as graphs, infographics, charts, posters, graphics, display banners, and layouts for presentations and reports, etc.
- XIII. To maintain competence in the operation of graphic design technology, visual imaging techniques, and IT systems to ensure high-quality service delivery.

Proven skills & abilities:

- Strong graphic design skills, Layout skills, Analytical skills, Creativity, Flexibility, Attention to detail
- Deadline-oriented, Desktop publishing tools, and graphic design software, Acute vision
- Time-management skills, Communication skills, Handles rejection
- Design advertisements, reports, artwork, publication pages and covers, brochures, logos, store signage, web pages, and other branding and communication materials
- Fluent in spoken and written English
- Proven design graphics, marketing, branding & promotional abilities.

COMPETENCIES

- Strong project management and organization skills, a keen eye for aesthetics with meticulous attention to detail
- Solid knowledge of design and visual principles
- Familiarity with design software and technologies (such as Adobe Illustrator, Photoshop, InDesign, Dreamweaver, etc.)
- Proficiency with full Microsoft Office suite, and willingness/ability to learn and effectively utilize proprietary software systems
- Ability to self-direct and work independently, while maintaining productive team relationships with colleagues both inside and outside the organization
- High level of effective interpersonal skills, ability to maintain effective working relationships and accommodate diverse working styles
- Demonstrate the ability to manage expectations and the scope and scale of projects
- Attention to detail composing and proofing materials, establishing priorities, and meeting deadlines, often under pressure.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Adobe InDesign, CorelDRAW, Adobe Illustrator, Adobe Photoshop, Adobe Dreamweaver
- Ability to work with programming scripts, including XML and HTML
- Understanding of the printing process and specifications
- Familiarity with production and rendering methods, including drawing, offset printing, photography, interactive media

- Creative thinking skills, Compelling portfolio of work over a wide range of creative projects
- Demonstrated ability to maintain high-level and consistent work ethic in all work-related duties
- Proficient in Microsoft Office and database applications.

APPLY:

Send application and CV to email jobs@grenstateoilandgas.com

Only suitable candidates will be acknowledged

CLOSING DATE

July 18, 2021